

Minutes of the General Meeting of Sustainable Kirriemuir Management Committee on Monday 17 October at 8pm on Zoom.

	Action
<p>1. Present: Kate Munro (Chair), Terrill Dobson, Clare Little, Millie Stevenson (minutes)</p> <p>Apologies: Erica Duncan</p> <p>As the meeting was not quorate, no decisions were signed off at the meeting and ED to be contacted afterwards for final sign off of any decisions.</p>	
<p>2. The minutes of the August MC meeting were agreed as an accurate record (KM approved, CL seconded). MS to ask ED to confirm final sign off.</p> <p>Post Meeting: ED confirmed that the August minutes were an accurate record</p>	MS/ED
<p>3. Matters Arising</p> <p>All interest group leaders received a finance report. This was well received at the September meeting with interest group leaders. The next report is due soon and will be sent to interest leaders.</p> <p>Child/protection policy. Requires further follow up. KM to discuss with AT.</p>	KM
4. No conflicts of interest were declared.	
<p>5. a. Finance</p> <p>CL presented the financial report highlighting areas of underspend. TNL and VAA have been contacted regarding staff salaries in light of the increase in the cost of living, and uplifts have been agreed. KM to advise staff of uplift.</p> <p>Funding in budget available for staff/volunteer training. The MC was supportive of staff accessing training opportunities that align with Sustainable Kirriemuir's aims and objectives and/or the staff member's professional development. KM to advise staff that funding available for training.</p> <p>b. Fundraising</p> <p>Applications open for the second year of VAA funding. Need to collate the evidence on what we have achieved/on track to achieve which was set out in original application. Application due in December. CL to check date and advise KM. Budget will require adjusting to account for salary uplift.</p> <p>Tesco counters – further fundraising opportunity. Application due in November. KM to ask staff if they or their relevant interest groups have identified areas that would be suitable for this funding.</p>	<p>KM</p> <p>KM</p> <p>CL</p> <p>KM</p>

<p>£2000 kindly donated by Kirriemuir Gardening Association. KM and the MC thanked the Gardening Association for their generosity. The Association has requested that £1000 goes to SMF, and £1000 for schools gardening work.</p>	
<p>6. Workforce</p> <p>CL to contact ED to discuss and finalise proposal and job description for staff vacancy. Once agreed, proposal to be sent to MC. Once received, MC to respond within 24 hours. If MC not in agreement then urgent extraordinary meeting required.</p>	<p>CL/ED</p>
<p>7. Strategy Update/Strategy Development Afternoon</p> <p>Vision, mission and structure of strategy presented to interest group leads at September meeting. Interest group leads asked to consult interest groups to produce 3-5 draft objectives for the next 5 years.</p> <p>MS to arrange strategy development afternoon for MC, plus staff and interest group leads. If staff/interest group leads not available, MC topic lead to capture ideas before afternoon. Once we have first draft, interest groups to be consulted again for feedback and to shape further.</p>	<p>MS</p>
<p>8. Kirriemuir Development Trust</p> <p>KM to write up Sustainable Kirriemuir's offer for the development trust working group to consider. Acknowledged that it is important that MC and staff unanimously agree on SK's position within development trust. DONM Monday 24 October.</p>	
<p>9. AOB</p> <p>a. Sustainable Kirriemuir Hub</p> <p>MC keen to see hub developing. Money available in budget to spend on fixtures and fittings for hub. Request staff come up with a proposal as to how they wish to spend the money and take proposal to CL. MC happy with sign proposal providing it can be undone once SK vacates premises. Grills – MC feel that grills need to be on when no one in premises for security and cost of window replacement. Unlikely to be feasible to remove them each time someone is there. Need to come up with creative solutions to work around grills and advertise/showcase SK and events. KM to discuss with staff at meeting on 18.10.22.</p> <p>b. Decision Making</p> <p>Where staff/interest groups require MC input into decisions, staff to contact MS and MS will triage to appropriate lead within MC. If required, MC lead to bring recommendation to rest of MC for agreement and sign off.</p> <p>MS/TD to check constitution to see if it is possible to list as an addendum to the agenda the decisions required in MC meeting with written recommendations from MC lead. Therefore, if MC member is unable to</p>	<p>KM</p> <p>MS/TD</p>

<p>attend they can provide their written decision (agree/disagree/need further information before sign off) in advance of the meeting.</p> <p>c. PLI</p> <p>PLI for external agencies is considered as part of the risk assessment for an event. Need to consider whether the external individual/group is being paid by SK and if there is a risk of harm from the activity. MS to write guidance for those undertaking risk assessments.</p> <p>d. Frequency of meetings</p> <p>Agreed that MC needs to meet monthly ideally prior to meeting with staff/interest groups.</p>	<p>MS</p>
<p>10. Date of Next Meeting</p> <p>9 November at 7pm with staff. Location TBC. MC to meet afterwards at 8pm.</p> <p>Staff to provide interim reports as to current status of projects, what has gone well, lessons learned, plans for the future including events. A template for reports had previously been drafted and is a suggested structure/areas to cover for staff reports. KM to ask FC to check template is still relevant given change in funding providers. MS to request staff to send reports to her by 2 November.</p>	<p>KM/FC MS</p>